DEPARTMENT OF THE ARMY
HEADQUARTERS
U.S. ARMY MANEUVER SUPPORT CENTER AND FORT LEONARD WOOD
FORT LEONARD WOOD, MISSOURI 65473-5000

FLW Regulation
No 525-3

7 April 2004

Installation
COMMAND REPORTING

Summary. This regulation sets policies and procedures for reporting Commander's Critical Information Requirement (CCIR), operations report (OPREP) and serious incident report (SIR). Timely and accurate operations reports through the chain of command to Fort Leonard Wood Emergency Operations Center (FLWEOC) are necessary to keep Army leadership and support agencies informed. We rely on immediate input from you to keep the Commander informed and permit the staff to coordinate follow-up inquiries with higher headquarters.

Applicability. This regulation applies to all United States Army Training and Doctrine Command (TRADOC), Northwest Regional Office (NWRO), Installation Management Agency (IMA), United States Army Forces Command (FORSCOM), and tenant units on Fort Leonard Wood, Missouri.

Supplementation. Prohibited without prior approval by Headquarters, United States Army Maneuver Support Center and Fort Leonard Wood (MANSCEN & FLW).

Suggested Improvements. The proponent of this regulation is the MANSCEN Assistant Chief of Staff, G3/Director, Plans, Training, and Mobilization (DPTM). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, MANSCEN & FLW, ATTN: ATZT-PTM-PP, Fort Leonard Wood, Missouri 65473.

FOR THE COMMANDER:

HEADQUARTERS, MANSCEN & FORT LEONARD WOOD, MO
SLB
OFFICIAL

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1. Purpose. To provide procedures for preparing operational reports (OPREP), critical command information requirements (CCIR) and/or serious incident reports (SIR) within or near Fort Leonard. These procedures do not eliminate the requirement for submission of other reporting agencies/unit requirements, such as the MANSCEN Safety Office, the Staff Judge Advocate (SJA), line of duty investigations, etc. Criteria in this regulation may require reports through multiple command channels.

2. References.

a. AR 190-40, Serious Incident Reporting, November 1993.

b. AR 380-5, Department of the Army Information Security Program, September 2000.

c. AR 525-1, The Department of the Army Command and Control System (DACCS), December 1985.

d. HQS, FORSCOM, FORSCOM Msg, 201800ZDec93, Serious Incident and Command Interest Reporting.

e. HQS, TRADOC, ATCS-EOC, memorandum, dated 28 Apr 97, Subject: TRADOC Operations Reporting (OPREP).

f. Combined Arms Command E-Mail, 10/12/97, Serious Incident Command Reporting Requirements.

g. TRADOC Command Guidance, NOBLE EAGLE # 02-002 (SPOTREP and OPREP), 27 OCT 01.

h. TRADOC Regulation 1-8, TRADOC Operations Reporting, November 2001.

i. HQS, NWRO, SFIM-NW, memorandum, dated 17 Sep 2003, Subject: Points of Contact for Reporting Commanders Critical information Requirement (CCIR)/Serious Incident Reports Information (SIR).

3. General.

a. Immediate reports through the chain of command to the responsible reporting agencies listed in this regulation are necessary to ensure installation leadership, support agencies, and higher headquarters are informed of critical or sensitive events.

b. Events and critical information defined in this regulation are reportable. The list is not inclusive. Commanders should report any incident that might concern the installation command, regardless of whether it is specifically listed herein. In determining whether an event/incident is of command concern, the following factors should be considered: its severity, the potential for publicity, and the potential consequences of the event/incident. In case of doubt, report it.

c. Many incidents are not covered by the SIR but are still reportable to higher headquarters using the OPREP.

d. Prepare OPREPs within four (4) hours after the units is made aware of the event during duty hours and eight (8) hours during non-duty hours. Units are required to submit a CAC, TRADOC, or FORSCOM OPREP, a SPOTREP or a NWR CCIR report if the event corresponds with the listed SIR categories in Appendix F.

e. Frequently units will identify corresponding requirements between OPREPs and SIR categories and must report each as a separate requirement.

4. Guidance:

a. Operations Reports (OPREP) - CAC, TRADOC and FORSCOM.

(1) The Privacy Act of 1974 (section 552a, title 5, United States Code) applies to OPREP reports. Dissemination and use of OPREPs will be restricted to persons who need the reports to perform their official duties.

(2) OPREP reportable categories at Appendix A, lists specific reportable events that require an OPREP. This list is not limited to other events that could be of interest to the command.

(3) The OPREP format at Appendix B, is used to report any significant incident involving CAC, TRADOC and FORSCOM service members, family members, or DOD/DA civilians on the installation and/or in its area of responsibility.

(4) LEC is normally the first organization aware of an event that is reportable, however, the commandant, commander, director, or supervisor is responsible for preparing and sending the OPREP. The reporting unit will prepare and submit the OPREP through the chain of command to the MANSCEN and Fort Leonard Wood Emergency Operations Center (FLWEOC) via email FLWEOC@wood.army.mil or through the Secret Internet Protocol Router Network (SIPRNET) to rasmusd@monroe.army.smil.mil as required.

(5) Report information considered critical telephonically by the chain of command with emailed OPREP form following. The FLWEOC will notify the G3/DPTM and the Chief of Staff for information and approval to send.

(6) Include information about all parties involved, date/time group, location, and a synopsis of the event. Specifically, who, what, where, when, and how of the event should be the summary of the incident. Include the chain of command notifications.

(7) Timeliness takes precedence over completeness for the initial report. Additional notification is dependent upon the situation as requested by the FLWEOC. Report any incident or accident that in the commander and/or supervisor's judgment could fit in any of the reportable categories. If in doubt, report it to the FLWEOC.

(8) Use OPREP continuation sheet for training death information at Appendix C.

b. Special Operations Report (SPOTREP).

(1) Submit SPOTREPs within 30 minutes of the event to the FLWEOC. The reporting command will notify the FLWEOC by the fastest means available utilizing the SPOTREP format in Appendix D.

(2) Transmit SPOTREPs via secure communication means such as the SIPRNET and/or STE/STUIII telephones. Select the means of transmission by balancing efficiency, urgency and security, based on the degree of threat to the installation.

(3) Submit follow-up reports via the OPREP format until all open issues are resolved. Submit first follow-up report after immediate action is taken to deal with or mitigate the threat.

c. NWR/IMA Critical Command Information Requirements (CCIR).

(1) The Garrison Commander will approve all NWR/IMA reports prior to submission.

(2) Reporting requirement categories and the format are found at Appendix D of this regulation.

(3) Urgency and level of reporting of incidents will be based on relevance to IMA responsibilities, adverse impacts and likelihood of regional or national implications. When an incident such as those listed in the regulation occurs, contact NWR/IMA EOC IAW established guidelines using the format at Appendix E.

d. Serious Incident Report (SIR). The Law Enforcement Command (LEC) is the SIR proponent and will prepare and transmit SIR's in accordance with AR 190-40. SIR reporting categories (CAT) are listed in Appendix F. Report format is at Appendix G.

(1) All commands are required to report actual or alleged SIR incidents to LEC who will forward to the EOC for distribution.

(2) Report CAT-1 SIRs telephonically immediately upon notification of the incident and followed up with a written report, electronic message within 12 hour. CAT-2 SIRs will be submitted by electronic message within 24 hours of notification of incident.

5. Command and Signal:

a. Combined Arms Command (CAC)

Unclassified email:	FTLVNEOC@Leavenworth.army.mil
Classified email:	CACDPTM@Leavenworth.army.smil.mil
Unclassified fax:	913-684-4677
Classified fax:	
Phone:	913-684-0051
Secure Phone:	913-684-0051

b. Training and Doctrine Command (TRADOC)

Unclassified email:	eocwatch@Monroe.army.mil
Classified email:	eocwatch@Monroe.army.smil.mil
Unclassified fax:	757-788-2997
Classified fax:	757-788-3687
Phone:	757-788-2256
Secure Phone:	757-788-3687

c. Forces Command (FORSCOM)

Unclassified email:	watchtea@forscom.army.mil
Classified email:	focwatch@force1.army.smil.mil
Unclassified fax:	404-464-3686
Classified fax:	404-464-3686
Phone:	404-464-5222
Secure Phone:	404-464-5222

d. Northwest Region/Installation Management Agency (NWR/IMA)

Unclassified email:	SFIM-NW-EOC@ria.army.mil
Classified email:	NWRO@DMSRIA-S.army.smil.mil
Unclassified fax:	309-782-7566
Classified fax:	N/A
Phone:	Duty Day (0700-1700) 309-782-1401 Non- Duty Day: 309-236-1938
Secure Phone:	309-782-4062

f. Maneuver Support Center and Ft Leonard Wood (MANSCEN & FLW)

Unclassified email:	flweoc@wood.army.mil
Classified email:	rasmusd@Monroe.army.smil.mil
Unclassified fax:	573-563-4143
Classified fax:	573-563-4043
Phone:	573-563-4045
Secure Phone:	573-563-4045

g. FLWEOC will distribute reports sent to higher to: All General Officers, MANSCEN Command Sergeant Major, Garrison Commander, Staff Judge Advocate, Cdr, MEDDAC, Cdr, DENTAC, Provost Marshal, Military Personnel Office, MANSCEN Safety Office, Office of Intelligence and Security, MANSCEN G3, Public Affairs Office, reporting unit (Bde/Dir) and FLWEOC.

Appendix A (CAC, TRADOC and FORSCOM Operations Report (OPREP) Report Categories) to Fort Leonard Wood Regulation 525-3, Command Reporting

1. Accidents or incidents that result in:
a. Any death of a service member, family member, or DOD/DA civilian occurring on an installation, and any death of a service member or family member occurring off the installation.
b. Any serious injury of a service member, family member, or a civilian occurring on an installation, and any serious injury of a service member or family member occurring off the installation. Confirmed cases of heat stroke, hypothermia, and frostbite are considered serious injuries. Also report injuries/illnesses categorized as very seriously ill (VSI) by MEDDAC.
c. Any training accident that results in any injury of a service member or civilian. Training accidents causing death require additional reporting (see Appendix C).

2. Property damage or loss of property or equipment exceeding $10,000.00.

3. Aircraft accidents or incidents.
a. Manned. Any type of aircraft accident or incident that causes damage to aircraft or injury to personnel. Extends to tenant or transient aircraft from other services or major Army commands (MACOMs) using TRADOC facilities or in geographic area of responsibility.
b. Unmanned. Any type of Unmanned Aerial Vehicle (UAV) accident or incident that causes damage to the UAV. Extends to tenant or transient aircraft from other services or MACOMs using TRADOC facilities or in geographic area of responsibility.

4. Serious crimes (aggravated assault; kidnapping; rape; larceny exceeding $10,000; wrongful manufacture, distribution, transportation, or sale of illegal drugs; murder or attempted murder committed by or against a service member, DOD/DA civilian, or family member of a service member). Report all crimes being investigated by the Criminal Investigative Division.

5. Accidental fires or arson on an installation that result in death, serious injury, or property damage exceeding $10,000.

6. Theft, loss, suspected theft, or recovery of weapons, explosives and munitions in the following quantities, as well as discovery of a loss of accountability:
a. Any type and amount of missile, rocket, or mine.
b. Any type and amount of machine gun or automatic fire weapon.
c. Any type and amount of fragmentation, concussion, or high explosive grenade, simulator or device containing explosives.
d. Any type and amount of explosives, to include demolition explosives.
e. Any type and amount of semi-automatic or manually operated firearm.
f. Any amount of ammunition of any type greater than 50 caliber (CAL).
g. Any Ball, Tracer, or Tracer Linked ammunition 50 CAL or smaller in the amount of 100 rounds or greater for 50 CAL, and 200 rounds or greater for small arms ammunition (that is, 5.56, 7.62 or 9mm).
h. Any type of blank ammunition when amount is equal to or greater than the issue amount in a Wire Bound Wooden Box.

7. Allegations of trainee abuse as defined in TRADOC Reg 350-6. However, if the credibility of the allegation can be quickly assessed (within a few hours) and the command considers it not credible, an OPREP is not required. The non-credible allegation will be recorded and kept on file at the brigade/directorate level headquarters.

8. Allegations of drill sergeant misconduct not related to trainee abuse.

9. Major outages of communication services in excess of 2 hours or outages that cannot be resolved by alternate routing or that require support from an outside command.

10. Incidents of hacking of government web sites and computer virus attacks that impact installation computer operations.

11. Bomb threats involving TRADOC installations, TRADOC schools, or TRADOC activities on other installations.

12. Environmental accidents or incidents on an installation that result in:
a. Any release of a hazardous substance, to include fuel, resulting in evacuation of facilities, injuries or deaths, or potential severe degradation of the environment. Examples include spills of petroleum, oil, and lubrication products into storm drains or waterways and releases of substances such as chlorine gas and other hazardous substances in amounts greater than the reportable quantity, as defined in federal, state, and local regulations.
b. Serious or catastrophic failure of the operating system at a facility permitted by a state or federal regulatory agency (for example, sewage treatment plant, drinking water treatment plant, hazardous waste treatment or storage facility, etc.), particularly if provisions in the permit and/or governing regulations require a timely report to be issued to the regulatory agency with oversight authority, and it is reasonable to expect an enforcement action will follow.

13. Nuclear or chemical accidents or incidents.

14. Suicide or attempted suicide by a service member, family member or DOD/DA civilian occurring on an installation, and suicide or attempted suicide by a service member occurring off an installation. Also suicide by a dependent family member occurring off an installation.

15. Threats against the President, Vice President, other high government officials, or foreign dignitaries.

16. Riots, disturbances, or demonstrations on a TRADOC installation or off the installation when Army personnel are involved. Terrorists, dissident groups, or criminal elements that occur on an installation, or incidents off the installation involving military personnel or property

17. Change in threat condition.

18. Incidents/accidents involving international students/personnel assigned to TRADOC schools, commands, or activities. Reportable incidents/accidents include absent without leave, disciplinary problems, any training accident, or any accident causing injury or death.

19. Actual or alleged child abuse that takes place within an Army organizational setting or facility (such as the youth activities center, child development center, medical treatment facility, etc.) or Army sponsored or sanctioned activities such as youth sports, field trips, or quarters-based family child care, etc.). This does not include incidents of child abuse within the family unit.

20. Significant violations of Army standards.

21. Any incident, event, or accident that may generate adverse publicity.

22. Category of Incident. When filling out the OPREP report, classify the incident using one of the following categories:

a. Adverse Publicity
b. Aircraft Accident (Incident)
c. Bomb Threat
d. Chemical Accident
e. Drill Sergeant Misconduct (not related to trainee abuse)
f. Environmental Accident
g. Lost (Missing) Weapon (Ammunition/Explosives)
h. Other Abuse
i. Other Death
j. Other Injury
k. Other Misconduct
l. Permanent Party Abuse
m. Permanent Party Death
n. Permanent Party Injury
o. Permanent Party Misconduct
p. Property Damage
q. Serious Crime
r. Trainee Abuse (Determined by Battalion Commander)
s. Trainee Death
t. Trainee Injury
u. Trainee Misconduct (Determined by Battalion Commander)
v. VSI (Very Serious Ill - Determined by MEDDAC)
w. Other

TRADOC OPERATIONS REPORT

(Use blank sheet for additional information)

Reporting Individual: DTG Received:

Type of Incident: Racial:

Category of Incident:

Location of Incident:

PERSONAL DATA (SUBJECT)

Name: Sex: Grade: Age:

Race: Security Clearance: Position:

Duty Status: Unit:

Installation: MACOM:

PERSONAL DATA (VICTIM)

Name: Sex: Grade: Age:

Race: Security Clearance: Position:

Duty Status: Unit:

Installation: MACOM:

PUBLICITY

SUMMARY OF INCIDENT

NAME/POSITION OF CHAIN OF COMMAND NOTIFIED

TRADOC OPERATIONS REPORT

(Continuation Sheet for Training Death Information)

Provide the following additional information for training deaths:

1. Any previous medical history? Yes/No/Unknown (give details) _____

_____

2. Were Combat Lifesavers present? Yes/No/Unknown
3. Was CPR performed at the scene? Yes/No/Unknown (by whom) _____

_____

4. Anyone notice anything different concerning service member's performance or health within the last 24 hours? Yes/No/Unknown
5. Times leading up to the service member's death:
   - -- Time CPR performed: _____
   - -- Time 911 was called: _____
   - -- Time EMS personnel arrived on scene: _____
   - -- Time EMS departed scene en route to the hospital: _____
   - -- Time EMS arrived at the hospital: _____
   - -- Time service member pronounced dead and by whom: _____

     _____
6. Is the individual active duty, NG, USAR, other Service, or a civilian? _____
7. Has the service member's next of kin been notified? _____
8. What are the ages and sex of dependents? _____

_____

9. What type of training was the service member in (BCT, AIT, OSUT, OCS, or other)?

_____

10. What phase of training was service member in? (Example: Service member was in sixth week of AIT) _____
11. What weather conditions existed at the time of the incident, if incident occurred outside?

_____

12. Any factors that might have contributed to the incident?

1. TRADOC SPOTREP criteria.

a. Receipt of suspicious email, letter, or package, with or without suspicious substances.

b. Discovery of suspicious substance such as powder or aerosol.

c. Receipt of verbal, written or electronic threat of action against an installation, to include bomb threat.

d. Suspicious theft of installation access aids such as ID cards, DoD vehicle stickers, or Non-Appropriated Vehicle license plates.

e. Observation of anti-US, anti-government or anti-military demonstrations or protests.

f. Incidents of computer hacking or computer viruses.

2. TRADOC SPOTREP instructions.

a. Report initial SPOTREP within 30 minutes of the incident. *Initial report will include line numbers 1-5 at a minimum*. Classification for the initial SPOTREP may be unclassified.

b. Provide complete SPOTREP within 2 hours via secure format (STE/STUIII, Fax or SIPRNET) to TRADOC EOC Watch.

c. Format is as follows:

REPORT NUMBER:
LINE 1 - DATE AND TIME:
LINE 2 - UNIT:
LINE 3 - SIZE / DESCRIPTION:
LINE 4 - ACTIVITY:
LINE 5 - LOCATION:
LINE 6 - UNIT/ORGANIZATION:
LINE 7 - TIME:
LINE 8 - EQUIPMENT:
LINE 9 - SENDER'S ASSESSMENT:
LINE 10 - NARRATIVE:
LINE 11 - AUTHENTICATION:
LINE 12 - INTERAGENCY REPORTING (IF ANY):
LINE 11 - RECEIVED BY:

Appendix E (NWR/IMA CCIR Report Categories and Format) to Fort Leonard Wood Regulation 525-3, Command Reporting

1. NWR/IMA reportable events (Reportable 24/7 to NWR EOC).

a. Incidents involving death, serious injury or serious misconduct involving senior leaders assigned to an IMA organization (e.g., MSG/CPT/GS-12 and above.

b. Disasters or crises that result in significant disruption to installation operations exceeding 24 hours (e.g. loss in electricity, water, sewage, heating, cooling, training support, or mission support.

c. Any environmental incident requiring immediate notification of any DOD or external agency.

d. Potentially adverse public affairs issues that may discredit the Army or any of its members.

e. Change in Force Protection Condition (FPCON).

f. Initiation of contingency operations, including Military Support to Civil Authorities.

2. Priority Information Requirements (Wake Up not Required-report at earliest convenience).

a. Serious communication with a flag/general officer in region, especially if negative.

b. Senior Region leaders (e.g. director, deputy director, chief of staff) out of communication or temporarily away from the organization and who is acting in their absence.

c. Visits by a Major General or above and elected officials for official business involving installation operations to region headquarters and/or installations.

d. Incident involving a flag/general officer of family member of a flag/general officer region.

e. Significant changes to normal activities on the installation that might prompt interest from senior occupants; includes changes that negatively affect mission commander's readiness and non-routine or unusual support to sister services of other governmental agencies.

f. Changes to projects that have command interest, e.g., delays in completion dates and increased funding requirements.

3. NWR/IMA CIR/PIR Reporting Format.

Date/Time Group (DTG) Received:	Reporting Region:
Location of Incident:	DTG of Incident:
Category/Type of Incident:	
Description/Details--Summary:	
Personnel Involved:	
Name:	
Rank:	
SSN:	
Age/Sec:	
Race/Ethnic Group:	
Security Clearance:	
Duty Status:	
Unit/Organization:	
Who has been notified?	
Has SIR been done?	
Public Affairs and/or press interest:	
Other details (as appropriate):	

1. Category 1 LEC Reportable Serious Incidents - Also requires an OPREP from Commander/Director to FLWEOC NLT four (4) hours from event notification duty hours and eight (8) hours non-duty hours.

a. On– and off–post riots, serious disturbances, or demonstrations targeted against the Army or involving Army personnel.

b. War crimes, including mistreatment of enemy prisoners of war, violations of the Geneva Conventions, and atrocities.

c. Requests by members of the U.S. Army for political asylum in foreign countries or indications of defection.

d. Terrorist activities, sabotage, and incidents, initiated or sponsored by known terrorists, dissident groups, or criminal elements, that occur on an installation, or involve military personnel or property off an installation.

e. Bomb or explosive incidents resulting in death, injury of military personnel, or damage to military property.

f. Incidents involving material damage that seriously degrade unit operational or training readiness.

g. Threats against Government weapons and ammunition.

h. Information on threats, plans, or attempts to harm or kidnap, or other information bearing on the personal security of the President of the U.S., Vice President of the U.S., or other persons being protected by the U.S. Secret Service.

i. Any other incident the commander determines to be of immediate concern to HQDA based on the nature, gravity, potential for adverse publicity, or potential consequences of the incident.

2. Category 2 LEC Reportable Serious Incidents - Also requires an OPREP from Commander/Director to FLWEOC NLT four (4) hours from event notification duty hours and eight (8) hours non-duty hours.

a. Theft, suspected theft, wrongful appropriation, or willful destruction of Government property or appropriated funds valued at more than $50,000.

b. Theft, suspected theft, negligence, conflict of interest involving Government nonappropriated funds or property valued at more than $50,000.

c. Racially or ethnically motivated criminal acts.

d. Loss, theft, wrongful disposition, willful destruction, or mismanagement of the following:

(1) Evidence.

(2) Sensitive items, other than arms and ammunition, identified by Controlled Inventory Item Code (CIIC) 1–6, 8, Q, R, or Y (see AR 710–2).

(3) Controlled Cryptographic Items identified by CIIC 9.

(4) Night vision devices.

(5) Drugs identified in the Comprehensive Drug Abuse Prevention and Control Act of 1970 as Schedules I, II, III, IV, and V.

(6) Controlled Substances. Schedule II — V drugs are U.S. Government controlled medical substances and are identified as R and Q controlled medical items in the Federal Supply Catalog. Schedule I drugs, as identified in the Act, are only used by DOD for research, and are not available through the supply system.

e. Wrongful possession, manufacture or distribution of controlled substances, to include narcotics, drugs, or marijuana in the quantities listed below:

(1) Cocaine, 40 grams or more.

(2) Marijuana, 600 grams or more.

(3) Hashish, 350 grams or more.

(4) Heroin, 30 grams or more.

(5) Amphetamines or barbiturates, 30 grams or more.

(6) LSD, 750 dose units or more.

(7) PCP, 30 grams or more.

(8) For narcotics and dangerous drugs not listed, use quantities for like substances listed above.

f. Significant violations of Army standards of conduct, to include bribery, conflict of interest, graft, or acceptance of gratuities by Soldiers or DA or nonappropriated fund (NAF) employees.

g. Incidents involving prisoners or detainees of Army confinement or correctional facilities to include escape from confinement or custody, disturbances which require the use of force, wounding or serious injury to a prisoner, and all prisoner deaths.

h. Theft, loss, suspected theft, unaccounted or recovered arms, ammunition, and explosives (AA&E) in the following quantities:

(1) Any missile, rocket, or mine.

(2) Any machine gun or automatic fire weapon.

(3) Any fragmentation, concussion, or high explosive grenade, or other type of simulator or device containing explosive materials, including artillery or ground burst simulators.

(4) Any explosives, to include demolition explosives (such as detonation cord, blocks of explosives (C–4), and so forth).

(5) Five or more semi–automatic or manually operated firearms.

(6) Five or more rounds of ammunition greater than .50 caliber.

(7) 5,000 or more rounds of .50 caliber or smaller ammunition.

i. Actual or attempted break–ins of arms rooms or storage areas for AA&E.

j. Armed robbery or attempted armed robbery of AA&E.

k. Any evidence of trafficking of AA&E, such as bartering for narcotics or any other thing of value, to include taking AA&E across international borders, regardless of the quantity of AA&E involved.

l. Aggravated arson.

m. Deaths, to include homicides, suicides, and deaths resulting from traffic accidents, training accidents, fires, or other incidents. Deaths from natural causes occurring in medical facilities need not be reported. If the manner of death is unknown, the incident should be reported as “undetermined manner of death.” The manner of death should be reported by add–on SIR as soon as determined.

n. Kidnapping.

o. Major fires or natural disasters involving death, serious injury, property damage in excess of $100,000, or damage that seriously degrades unit operational or training capabilities.

p. Group breaches of discipline involving 10 or more persons who collectively act to defy authority.

q. Training and troop movement accidents resulting in serious injury or death.

r. Maltreatment of Soldiers or DA civilians to include assaults, abuse, or exploitation, where the offender has a trainer, supervisor, or cadre–trainee relationship with the victim, regardless of whether they are members of the same organization. Instances of consensual sex are not reportable unless other considerations such as sexual harassment or adverse publicity are involved.

s. Violations of Army policy as it pertains to monitoring and recording of conversations (AR 105–23, AR 190–30, AR 190–53, AR 525–1, and AR 530–2), or acquisition and storage of information (AR 380–13).

t. Child abuse. Actual or alleged incidents of child abuse which take place within an Army organizational setting or facility (such as, child development center, youth activities center, medical treatment facility, gymnasium, and so forth) or an Army sponsored or sanctioned activity (such as, quarters–based family child care home, youth sports or recreation activities, field trips, and so forth). This paragraph does not apply to incidents of child abuse occurring within the family unit.

u. Serious child injury or death, not resulting from child abuse, while the child is in the Army's care at a non–medical facility (in other words, child development center, quarters–based family child care home, youth activities center, and so forth) or within an Army sponsored or sanctioned activity. This does not apply to sports injuries related to, or potentially inherent in, a youth activity or event.

v. Incidents involving firearms that cause injury or death.

w. Any other incident that the commander determines to be of concern to HQDA based on the nature, gravity, potential for adverse publicity, or potential consequences of the incident.

Format and instructions for preparing a serious incident report**.**

This format is used with every method of reporting. Do not omit paragraphs or subparagraphs. If information is not known at the time of reporting, enter "unknown" where appropriate.

Subject: The SIR number. This number will always be a six–digit number. The first two digits will contain the last two digits of the calendar year in which the report is being prepared. The last four digits, beginning with 0001, are the sequential number for reports submitted to HQDA in that calendar year.

Paragraph:

1. *Category:* Indicate Category 1 or 2.

2. *Type of incident.* Indicate type of offense or incident, such as "suicide, murder, or undetermined death." If multiple offenses are involved, list in order of the most serious first. Do not add terms such as "suspected" or "alleged" or attempt to couch the incident in favorable terms.

3. *Date and time.* Enter date–time group when the incident occurred using local time. If exact time is unknown, enter "unknown" followed by a window of date–time groups in which the incident might have occurred.

4. *Location.* Enter specific type of structure, facility, or area and exact address or location where the incident occurred; for example, on–post, off–post, troop barracks, hospital ward, arms room, building number, open field, quarters address.

5. *Other information.*

a. *Racial.* Indicate by stating "yes" or "no" whether not the incident was motivated in whole or in part by race. If racial, explain circumstances fully in paragraph 8, Remarks. If race or ethnic factors are suspected, but not confirmed, report "yes."

b. *Trainee involvement.* Indicate by stating "yes" or "no" whether or not incident involved a trainee, or a student in the Army School System, as the victim. For such victim, indicate whether Active Army, ARNG, or USAR. Also, for ARNG or USAR victim, indicate initial active duty for training, annual training, or active duty for training status. Explain circumstances fully in paragraph 8, Remarks, if necessary.

6. *Personnel involved.* List data pertaining to subject and victim. If no identified subject and victim exist, state "none." Do not list "U.S. Government" as victim.

a. *Subject:* (1) Name: (last, first, middle).

(a) *Rank or grade:* For military, enter proper abbreviation of rank; for civilian employees, enter category and grade, that is, "WG6,""GS11," or "GM14"; for other civilians, including family members, enter "civilian.")

(b) *Social Security Number:* Self–explanatory. For those who do not have an SSN, for example, foreign nationals, state "none."

(c) *Race:* Use appropriate terms from AR 680–29, in other words, "white," "black," "American Indian," and so forth.

(d) *Sex:* Self–explanatory.

(e) *Age:* Self–explanatory.

(f) *Position:* If military, enter duty assignment; if civilian employee, enter job title; if family member, enter relationship to sponsor, that is "family member–spouse." For other civilians, enter occupation.

(g) *Security clearance:* Enter "Top Secret," "Secret," or "Confidential," or "none," as appropriate.

(h) *Unit and station of assignment:* If military, enter the unit designation and address; if civilian employee, enter the organization name and address; if family member, enter the rank and name of followed by the home address; if other civilian, enter the home address.

(i) *Duty status:* If military, enter "on duty," "leave" or "absent without leave (AWOL)," as appropriate; for civilian employees, enter "on duty," "off duty," as appropriate. For other civilians, to include family members, enter "NA" (not applicable).

List additional subjects in consecutive paragraphs, such as, a(2), a(3), and so forth, and repeat all data elements in a(1)(a) through (i), above.

b. Victim:

(1) *Name:* (last, first, middle).

(a) Rank or grade.

(b) Social Security Number.

(c) Race.

(d) Sex.

(e) Age.

(f) Position.

(g) Security clearance.

(h) Unit and Station of Assignment.

(i) Duty status.

List additional victims in consecutive paragraphs, such as, b(2), b(3), and so forth and repeat all data elements in b(1)(a) through (i), above. (Note: Identifying data is needed for subjects and victims only. Other persons related to the report such as witnesses or complainants can be included in paragraph 7 with brief descriptive data, such as, "LTC Tom Smith, CDR, 1–66TH INF BN, discovered. . . .")

7. *Summary of incident.* Provide a brief, narrative summary of the incident. Tell the who, what, where, why, and how that is basic to law enforcement reporting. Include such information as estimated dollar loss, medical condition of victims, or disposition of offenders. Avoid jargon and trivial data that is not needed at HQDA level, such as, license numbers and colors of vehicles, or Military Police patrol designations. Do not include descriptions of subjects and victims provided in paragraph 6.

8. *Remarks.* Provide any additional information that helps explain the incident or comment on any impacts on the installation or actions taken because of the incident. Provide the corresponding military police report number and, if appropriate, the USACIDC report of investigation (ROI) number.

9. *Publicity.* Note the extent and type of news media coverage anticipated, that is, “National television coverage has occurred.” or “Local print media inquiries have been received.” This determination is best made by the Command public affairs office.

10. *Commander reporting.* Enter rank and full name of reporting commander.

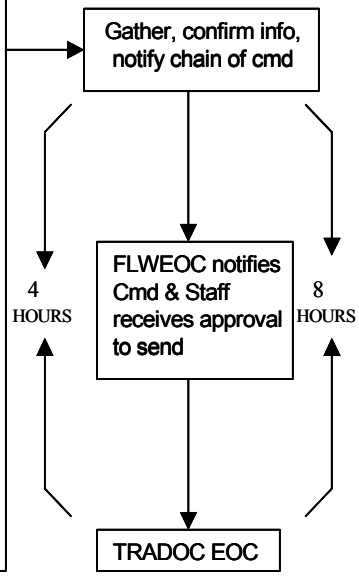
11. *Point of contact.* Enter rank, name, and defense switched network (DSN) telephone number of person to call for additional information.

12. *Downgrading instruction.* Provide downgrading instructions for classified report or removal date of FOUO markings, as appropriate.

Desk Reference for Command Reporting Requirements

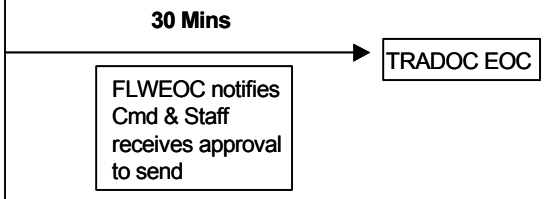
OPREPs (FLW REG 525-3, Appendix A)

1. Accidents or incidents that result in death or serious injury
2. Property damage or loss of property or equipment exceeding $10,000.00.
3. Aircraft accidents or incidents.
4. Serious crimes
5. Accidental fires or arson on an installation
6. Theft, loss, suspected theft, or recovery of weapons, explosives and munitions
7. Allegations of trainee abuse
8. Allegations of drill sergeant misconduct not related to trainee abuse.
9. Major outages of communication
10. Web site incidents.
11. Bomb threats
12. Environmental accidents or incidents
13. Nuclear or chemical accidents or incidents.
14. Suicide or attempted suicide
15. Threats against the President, Vice President
16. Riots, disturbances, or demonstrations
17. Change in threat condition.
18. Incidents/accidents involving international students
19. Actual or alleged child
20. Significant violations of Army standards.
21. Adverse publicity issues.
22. Category of Incident



TRADOC SPOTREP criteria (FLW REG 525-3, Appendix D)

1. Receipt of suspicious email, letter, or package
2. Discovery of suspicious substance such as powder or aerosol.
3. Receipt of verbal, written or electronic threat.
4. Suspicious theft of installation access aids
5. Anti-US, anti-government or anti-military demonstrations
6. Incidents of computer hacking or computer viruses.



Key Phone Numbers

Post Staff Duty 3-6126
FLWEOC 3-4045
LEC Desk 6-6141
Fire Rescue 911
Ambulance 6-2156/2155
Emergency Room 6-0456

Staff Duty
Co Cdr
Bn Cdr
Bde Cdr

NWR/IMA Report - Garrison Command Only (FLW REG 525-3, Appendix E)

1. NWR/IMA reportable events (Reportable 24/7 to NWR EOC)

   a. Incidents involving death, serious injury or serious misconduct involving senior leaders
   b. Disasters or crises that result in significant
   c. Any environmental incident
   d. Potentially adverse public affairs issues that may discredit the Army or any of its members.
   e. Change in Force Protection Condition (FPCON).

2. Priority Information Requirements (Wake Up not Required).

   a. Serious communication with a flag/general officer in region
   b. Senior Region leaders out of communication
   c. Visits by a Major General or above
   d. Incident involving a flag/general officer
   e. Significant changes to normal activities
   f. Changes to projects that have command interest

ASAP → FLWEOC notifies Gar Cdr, Cmd & Staff receives approval to send

Duty Hrs
24 Hrs → NWR EOC

SIRs (FLW REG 525-3, Appendix F)

1. Category 1 LEC Reportable SIRs
   a. On– and off–post riots
   b. War crimes
   c. Requests by members of the U.S. Army for political asylum
   d. Terrorist activities
   e. Bomb or explosive incidents
   f. Incidents involving material damage
   g. Threats against Government weapons and ammunition
   h. Information on threats
   i. Other

2. Category 2 LEC Reportable SIRs
   a. Theft, of appropriated funds valued at more than $50,000.
   b. Theft, of nonappropriated funds or property valued at more than $50,000.
   c. Racially or ethnically motivated criminal acts.
   d. Loss, theft, wrongful disposition, willful destruction, or mismanagement of
   e. Wrongful possession, manufacture or distribution of controlled substances
   f. Significant violations of Army standards
   g. Incidents involving prisoners or detainees
   h. Theft, loss of arms, ammunition, and
   i. Actual or attempted break–ins of arms rooms or storage areas for AA&E.
   j. Armed robbery or attempted armed robbery of AA&E.
   k. Any evidence of trafficking of AA&E
   l. Aggravated arson.
   m. Deaths, to include homicides, suicides
   n. Kidnapping.
   o. Major fires or natural disasters
   p. Group breaches of discipline
   q. Training and troop movement accidents.
   r. Maltreatment of Soldiers or DA civilians
   s. Violations of Army policy
   t. Child abuse
   u. Serious child injury or death
   v. Incidents involving firearms that cause injury or death.
   w. Other

Gather, confirm info, notify chain of cmd

LEC

FLWEOC

24 Hours

TRADOC PM

Glossary

AA&E
Arms, Ammunition, and Explosives

AIT
Advanced Individual Training

ARNG
Army National Guard

BCT
Basic Combat Training

CAC
Combined Arms Command

CCIR
Commander's Critical Information Requirement

CDTF
Chemical Defense Training Facility

CG
Commanding General

CIIC
Controlled Inventory Item Code

CPAC
Civilian Personnel Advisory Center

DOD
Department of Defense

DOL
Directorate of Logistics

DPTM
Directorate of Plans, Training, and Mobilization

DPW
Directorate of Public Works

DRM
Directorate of Resource Management

DTG
Date/Time Group

EOC
Emergency Operations Center

FORSCOM
United States Army Forces Command

FLW
Fort Leonard Wood

FLWEOC
E-Mail address for Fort Leonard Wood EOC

FOUO
For Official Use Only

FPCON
Force Protection Condition

HQDA
Headquarters, Department of the Army

IAW
In Accordance With

IET
Initial Entry Training

IMA
Installation Management Agency

LEC
Law Enforcement Command

MACOM
Major Command

MANSCEN
Maneuver Support Center

MEDDAC
Medical Department Activity

MP
Military Police

MSO
MANSCEN Safety Office

NCO
Noncommissioned Officer

NLT
No Later Than

NWRO
Northwest Regional Office

OCS
Officer Candidate School

OPREP
Operational Reports

OSUT
One Station Unit Training

PAO
Public Affairs Office

POV
Privately Owned Vehicle

ROI
Report of Investigation

SDO
Staff Duty Office

SIPRNET
Secret Internet Protocol Router Network

SIR
Serious Incident Report

SJA
Staff Judge Advocate

SPOTREP
Special Operations Report

STE/STU
Secure Telephone Equipment/Unit

TRADOC
United States Army Training and Doctrine Command

UAV
Unmanned Aerial Vehicle

USACMLS
United States Army Chemical School

USAES
United States Army Engineer School

USAMPS
United States Army Military Police School

USAR
United States Army Reserve